

Child Care Grant Program

Department of Education & Early Development Program 30

I. PROGRAM OBJECTIVES

The purpose of the program is to provide state assistance in the operation of child care facilities. Child care facilities must meet the eligibility and participation requirements of AS 14.38.160 and 4 AAC64.020 – 4 AAC64.030 to be eligible for a grant.

II. PROGRAM PROCEDURES

Monthly grant payments are made to eligible child care facilities on the basis of the average daily full-time equivalents of children in care in the facility for the previous month based on provider reports. Payment requests must be complete and correct, and submitted by the last day of the month following the reporting month.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

Compliance requirements are based on regulations 4 AAC 64.010 to 4 AAC 64.990 and AS 14.38.160. To qualify for a child care assistance grant; the provider must participate in the day care assistance program under AS 14.38.100 – 14.38.199.

A. TYPES OF SERVICES ALLOWED OR UNALLOWED

Compliance Requirements

Grants are to be used for the operation of a child care facility as defined in 4 AAC 64.050(a).

Suggested Audit Procedure

- Test financial and related records and determine the purposes for which funds were expended. Verify the expenditures are necessary to operate the facility and meet the criteria in the regulations.

B. ELIGIBILITY

Compliance Requirements

Requirements for participation in the grant program are outlined in AS 14.38.160(b).

Suggested Audit Procedures

- Verify that the provider has a current child care facility license and business license issued by the state.
- Review the requirements for participation in the day care program under AS 14.38.100 – 14.38.199.
- Determine that the provider is meeting all the requirements of the day care program.
- Review attendance records and parental eligibility to determine that the provider is meeting the requirement for AS 14.38.160(g) to have 15% or one space (**whichever is greater**) available for care on an attendance only basis.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING REQUIREMENTS

There are no matching, level of effort, or earmarking requirements.

D. REPORTING REQUIREMENTS

Compliance Requirements

To receive grant payments, an eligible child care facility must submit an annual application and monthly billing reports.

Payments may not be made for the biological, adopted, step or foster child of the owner or operator of the facility.

Suggested Audit Procedures

- Obtain copies of reports and assess the completeness of the submission.
- Compare attendance records to monthly reports. Determine that:
 - a) each child billed did attend
 - b) hours billed were correct
 - c) no child billed had a prohibitive relation to the provider.
- Verify that reports were submitted timely.

E. SPECIAL TESTS AND PROVISIONS

Compliance Requirements

In addition to the grants for child care facility operations, the department may provide a grant or contract under AS 14.38.160(d) for the education and training of child care employees or administrators. To receive this grant the provider must meet all the requirements of AS 14.38.160(b).

Suggested Audit Procedures

- Determine if the provider has received a grant or contract under AS 14.38.160(d).

- Apply tests to determine the eligibility of the provider.
- Test financial and related records and determine the purposes for which funds were expended. Verify the expenditures are made in accordance with the grant agreement or contract.

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